

Retention and Classification Report

Agency: Moroni (Utah) (669)

80 South 200 West
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Records Officer Becky Kendall

26430	Cemetery records
26455	*City hall account book
26428	Codified ordinances
26431	Council minutes
26429	Ordinances
26432	Planning commission minutes
26438	*Tax assessment roll

AGENCY: Moroni (Utah)

SERIES: 26430

3

TITLE: Cemetery records

DATES: 1870-

ARRANGEMENT: Chronological.

DESCRIPTION:

These books are sexton's records for the Moroni City Cemetery, also referred to as the Moroni City Cemetery Records. The books include each person's death date, place, burial location, cause of death, and sometimes provide more personal information such as age, birth date, birthplace, their parents names, religion, and occupation. An index book provides reference to deaths 1870-1970.

RETENTION:

Retain Permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 5.

AUTHORIZED: 08/14/2007

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Moroni (Utah)

SERIES: 26430

TITLE: Cemetery records

(continued)

Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

Administrative Historical

These records have historical and administrative value as documentation of the burial of individuals.

PRIMARY CLASSIFICATION:

Public

AGENCY: Moroni (Utah)

SERIES: 26455

3

TITLE: City hall account book

DATES: 1867-1885.

ARRANGEMENT: Chronological by first date of individual contribution

DESCRIPTION:

The Moroni City Hall account book apparently documents individual contributions to the construction of city hall. It lists individual contributions in construction labor, cash, building materials and use of teams and equipment. It also lists income from hall rental. Some Individual entries are tied to "General Tithing Office in account with Moroni City."

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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APPRAISAL:

Administrative Fiscal Historical

This book is of historical value because it documents how resources were used and accounted for in an early municipal building project.

AGENCY: Moroni (Utah)

SERIES: 26455

TITLE: City hall account book

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Moroni (Utah)

SERIES: 26428

3

TITLE: Codified ordinances

DATES: 1975, 2000

ARRANGEMENT: Chronological by year and thereunder numerical by code number

DESCRIPTION:

These books contain the legislative action taken by the city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal. These ordinances have been compiled and codified for easy reference.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 01/31/2007

FORMAT MANAGEMENT:

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AGENCY: Moroni (Utah)

SERIES: 26428

TITLE: Codified ordinances

(continued)

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APPRAISAL:

Fiscal Historical Legal

PRIMARY CLASSIFICATION:

Public

AGENCY: Moroni (Utah)

SERIES: 26431

3

TITLE: Council minutes

DATES: 1867-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997). These minutes includes an index for minutes from 1994 to 2001. The minutes form 1950 through 1972 are missing.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 01/19/2007

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently after being microfilmed.

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AGENCY: Moroni (Utah)

SERIES: 26431

TITLE: Council minutes

(continued)

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APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Moroni (Utah)

SERIES: 26429

3

TITLE: Ordinances

DATES: 1902-

ARRANGEMENT: Chronological

DESCRIPTION:

These books contain the legislative action taken by the city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION:

Retain Permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 01/31/2007

FORMAT MANAGEMENT:

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AGENCY: Moroni (Utah)

SERIES: 26429

TITLE: Ordinances

(continued)

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APPRAISAL:

Administrative Fiscal Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Moroni (Utah)

SERIES: 26432

3

TITLE: Planning commission minutes

DATES: 1977-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

RETENTION:

Retain Permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/13/2015

FORMAT MANAGEMENT:

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AGENCY: Moroni (Utah)

SERIES: 26432

TITLE: Planning commission minutes

(continued)

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APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Moroni (Utah)

SERIES: 26438

3

TITLE: Tax assessment roll

DATES: 1893-1895.

ARRANGEMENT: Chronological by year and thereunder alphabetical by surname.

DESCRIPTION:

The Moroni City clerk kept a tax assessment roll or ledger which includes the names of Moroni tax payers, their city of residence, the location and value of real estate and personal property owned, and total amount of taxes due.

RETENTION:

Retain Permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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AGENCY: Moroni (Utah)

SERIES: 26438

TITLE: Tax assessment roll

(continued)

APPRAISAL:

Historical

This tax assessment roll has outlived its administrative value and is primarily valuable only as a historical record identifying people in a time and place.

PRIMARY CLASSIFICATION:

Public